

**FEDERAL ASSISTANCE AWARD DATA SYSTEM**

**REPORTING INSTRUCTIONS**

**FY 1982**

Intergovernmental Affairs Division  
Office of Management and Budget  
Room 5235, New Executive Office Building  
Washington, D.C. 20503  
(202) 395-5017, 395-3070  
August 1981

# FEDERAL ASSISTANCE AWARD DATA SYSTEM

## REPORTING INSTRUCTIONS - FY 1982

### Table of Contents

<u>Section</u>		<u>Page</u>
1	Purpose.....	1
2	Background and Authorities.....	1
3	Definitions.....	1
4	Program Coverage.....	2
5	Responsibilities.....	2
6	Waivers.....	3
7	Due Dates/Delivery of Submissions.....	3
8	Effective Dates.....	3
9	Information Contacts.....	4
10	Data Access.....	4
11	Interagency Report Control.....	4
ATTACHMENT	Guidelines for Preparing Submissions	
EXHIBIT 1	List of Data Elements	
EXHIBIT 2	Action-by-Action Input Record Format	
EXHIBIT 3	County Aggregate Input Record Format	
EXHIBIT 4	Computer Tape and Computer Card Input Specifications	
EXHIBIT 5	Agency Reporting Compliance Sheet	
EXHIBIT 6	Data Transmittal Sheet	
EXHIBIT 7	Correction Card Format	
EXHIBIT 8	Standard Format for State Application Identifier Number (Field 2)	
EXHIBIT 9	Guidance for Formatting Name of Recipient (Field 3)	
EXHIBIT 10	Guidance and Definitions for Coding Type of Recipient (Field 9)	
EXHIBIT 11	Federal Agency/Organizational Unit Code (Field 12)	
EXHIBIT 12	Definitions for Coding Type of Assistance Transaction (Field 18)	
EXHIBIT 13	OMB A-34 Reference	

August 1981

## FEDERAL ASSISTANCE AWARD DATA SYSTEM

### REPORTING INSTRUCTIONS - FY 1982

#### 1. Purpose

These instructions contain guidelines, definitions, and procedures to provide a basis for the collection of uniform information on domestic financial assistance actions made by federal agencies. Under these guidelines and procedures, federal agencies are to report for each fiscal quarter to a central data management facility acting as the Executive Agent for the Office of Management and Budget (OMB).

#### 2. Background and Authorities

In November of 1978, OMB initiated an effort under Section 9 of the Federal Program Information Act (P.L. 95-220) to test the feasibility of collecting and aggregating uniform information from existing computer-assisted information systems in the major grantmaking agencies. The test phase indicated that most of the participating agencies were capable of providing the necessary computer-generated outputs regarding their domestic financial assistance actions. Based on the success of this test, the Director of OMB, in an April 8, 1980, memorandum to selected federal agency heads formally established the Federal Assistance Award Data System (FAADS) as a central collection point for uniform information on federal domestic financial assistance actions.

FAADS will aid the federal agencies in their compliance with Sections 201 and 401 of the Intergovernmental Cooperation Act of 1968 (P.L. 90-577), which are currently implemented under Treasury Circular 1082 and OMB Circular A-95, Part I, respectively. FAADS will also provide data consistent with the requirements and intents of the Federal Program Information Act, the Federal Grant and Cooperative Agreement Act of 1977 (P.L. 95-224), and the Legislative Reorganization Act of 1970 (P.L. 91-510), as amended by the Congressional Budget Act of 1974 (P.L. 93-344). The authorities and intents of these statutes require notification to states and to Congress of fiscal, budgetary, and program-related information.

#### 3. Definitions

For the purposes of these reporting instructions the following definitions will apply:

- a. "Financial assistance" means the transfer of money or the assumption of risk, the principal purpose of which is to accomplish a public purpose of support or stimulation authorized by federal statute. Assistance includes, but is not limited to, grants, cooperative agreements, direct payments, loans, loan guarantees, scholarships, mortgage loans, insurance, subsidies, or other types of financial assistance.
- b. "Financial assistance actions" include financial assistance awards and modifications (renewals, continuations, augmentations, deobligations, or other similar transactions) where there is a change in the dollar amount of

the government's obligation or contingent liability. (Does not include procurement actions.)

- c. "Federal agency" means an agency as defined by Section 551(1) of Title 5, United States Code.
- d. "Obligations" shall have the same meaning as under OMB Circular A-34, Sections 22.1 and 25.1 F, G, K, and L (see Exhibit 13) but do not refer to interagency transfers, or receipts, outlays, allotments derived from statute, or disbursements.
- e. "Contingent liability" means a conditional commitment which may become an actual liability because of a future event beyond the control of the government, such as guaranteed loans and insured bank deposits.

#### 4. Program Coverage

- a. By the beginning of FY 1983, agencies shall be reporting on all federal domestic financial assistance actions unless otherwise directed by OMB.
- b. Except where otherwise specified, reported actions and amounts will be based on the federal government's financial obligation or contingent liability, as appropriate. Payments, prepayments, repayments, defaults, premiums collected, or mortgage payments should not be used as a basis for reporting.
- c. FAADS reporting applies to primary recipient only. Sub-contracts and sub-grants are not normally reflected in the report.

#### 5. Responsibilities

- a. OMB—The Intergovernmental Affairs Division (IGA) of OMB will provide policy oversight.
- b. Executive Agent—The Executive Agent (EA), as designated by OMB, will operate FAADS on a day-to-day basis, which includes providing computer support and maintaining liaison with the federal agencies, states, and other users. The EA is responsible for follow-up actions when errors are identified in agency data.
- c. Federal Agency—
  - (1) Federal agencies will collect, review, and submit the required data in full compliance with these instructions.
  - (2) Agencies are required to provide quarterly computer tapes (except where technical capabilities limit the submissions to paper reports) in accordance with the due dates in Section 7 and the attached detailed guidelines for preparing submissions; to notify the Executive Agent immediately when data errors are identified; and to designate and maintain policy and operational contact points.

d. **Advisory Groups--**

- (1) Ad hoc federal interagency working groups will be convened as necessary to study and make recommendations for resolving specific reporting problems and for exploring alternative means for reporting desired data.
- (2) OMB will encourage public discussions and will solicit the advice of representatives from state and local governments, interest groups, the Congress, federal agencies, and the public on future developments and policies relating to FAADS. Recommendations and issues identified by these groups will be reviewed by OMB.

6. **Waivers**

- a. OMB will not issue a total exemption from these instructions.
- b. Where agencies cannot meet specific reporting provisions of these instructions, they shall request waivers. Requests for waivers must be received by the OMB Deputy Associate Director for Intergovernmental Affairs no later than September 18, 1981. Requests shall be signed by the agency policy contact and be accompanied by a detailed compliance plan identifying specific problems/deviations, actions, costs, and time required to achieve full compliance.
- c. If issued, waivers are valid for one year or less, as stated in the waiver.

7. **Due Dates/Delivery of Submissions**

- a. Quarterly submissions shall be provided by the following due dates:

<u>Quarter</u>	<u>Period Covered</u>	<u>Due Date</u>
First Quarter, FY 1982	10/1/81 thru 12/31/81	2/1/82
Second Quarter, FY 1982	1/1/82 thru 3/31/82	4/30/82
Third Quarter, FY 1982	4/1/82 thru 6/30/82	8/2/82
Fourth Quarter, FY 1982	7/1/82 thru 9/30/82	11/15/82

- b. The submission(s) created by each agency should be labeled on the outside as follows: Federal Assistance Award Data System, Department of \_\_\_\_\_, Date \_\_\_\_\_, and should be delivered to either OMB/IGA or the Executive Agent, whichever is more convenient.
- c. Agencies must notify OMB/IGA immediately upon encountering any insurmountable problems which may prevent meeting the submission deadlines and advise OMB what steps are being taken to resolve the problems.

8. **Effective Dates**

These instructions are applicable for reporting domestic federal financial assistance actions in FY 1982. Revised instructions are issued by OMB/IGA on an annual basis, with supplemental guidance and interpretations, as necessary, throughout the year.

9. Information Contacts

- a. Questions regarding these instructions and policy matters should be directed to the Chief, Federal Assistance Information Branch, Intergovernmental Affairs Division, Office of Management and Budget, telephone (202) 395-4543 or 395-5017.
- b. Questions of a technical nature should be addressed to the Executive Agent.

10. Data Access

- a. Computer tapes or printouts are made available each quarter to a designated contact point in each state, to the Senate Rules and Administration Committee/Senate Computer Center, and to the Committee on House Administration/House Information Systems.
- b. Computer tapes and printouts containing FAADS data are available to the public for purchase from the General Services Administration/National Archives and Records Service, Washington, D.C. 20408, telephone (202) 724-1080.
- c. Fees for special services performed by the Executive Agent may be required as provided under regulation and under Sections 483a and 686 of Title 31, United States Code. Provisions of the Freedom of Information Act and the Privacy Act apply (Sections 552 and 552a of Title 5, United States Code).
- d. There are no restrictions on the use of the information supplied by FAADS.

11. Interagency Report Control

- a. These instructions have been cleared by the General Services Administration Interagency Reports Management Program, which reviews all interagency reporting requirements for duplication of existing reports, cost effectiveness, and the applicability of various statutes such as the Privacy Act (5 U.S.C. 552a) and the Brooks Act (40 U.S.C. 759).
- b. General Services Administration/National Archives and Records Service number: 0252-OMB-QU
- c. Title: Federal Assistance Award Data System

## ATTACHMENT

### FEDERAL ASSISTANCE AWARD DATA SYSTEM

#### GUIDELINES FOR PREPARING SUBMISSIONS

1. Data Elements/Record Format

A list of the 21 data elements to be reported in the Federal Assistance Award Data System (FAADS) appears in Exhibit 1, List of Data Elements. A brief definition is included for each data element.

There are two types of FAADS records: action-by-action and county aggregate. Both types use the same record format containing the 21 data element fields. Action-by-action records usually contain data in each field. County aggregate records, on the other hand, will not contain data in all fields since data for numerous individual actions are being summarized in one record on a county basis for activities such as entitlement payments made directly to individuals or other large volume transactions. When these actions are aggregated at the county level, not all data elements are applicable. Therefore, many of the fields are blank. The action-by-action input record format appears in Exhibit 2; the county aggregate input record format is shown in Exhibit 3.

2. Computer Tape and Computer Card Input Specifications

A detailed description of computer tape and computer card input specifications is included in Exhibit 4. An agency unable to provide computer tapes may submit its data as keypunched cards or on a standard 80-column work sheet. Arrangements should be coordinated between the Executive Agent and the agency.

3. Agency Reporting Compliance

A completed Agency Reporting Compliance Sheet, Exhibit 5, should accompany quarterly submissions documenting program coverage, missing data elements, and deviations from FAADS Reporting Instructions. The sheet should reflect all items for which a waiver has been granted. Agency Reporting Compliance Sheets will be used in updating the FAADS Users' Guide, which describes the nature and scope of FAADS, its limitations, degree of accuracy, and program coverage.

4. Data Transmittal Sheet

A completed Data Transmittal Sheet, Exhibit 6, should accompany all submissions, including corrections, in order to provide the necessary identification and control totals.

## 5. Edit Criteria

Upon receipt of agency submissions, the Executive Agent performs a number of validation checks to ensure that basic input requirements are met and that certain data entries are valid and match information in control tables. Data elements that are validated include:

<u>Field No.</u>	<u>Data Element</u>
1	CFDA Program Number
4	Recipient City
5	Recipient County
6	Recipient State
9	Type of Recipient
10	Type of Action
11	Recipient Congressional District
12	Federal Agency/Organizational Unit Code
14	Funding
15	Obligation/Action Date
18	Type of Assistance Transaction

## 6. Correcting Data/Late Submissions

- a. Current Quarter Corrections—Federal agencies discovering errors in data prior to merger by the Executive Agent (EA) into the governmentwide data base should discuss correction procedures with the EA. A new tape submission may be warranted depending upon the extent of the errors. In all cases, the agency should notify the EA of errors in the data.

Errors discovered by the EA in the computer edit process should be corrected and returned to the EA within three days of notification. An 80-column correction card format, Exhibit 7, is provided for this purpose.

- b. Prior Quarter Corrections—Correction of errors discovered after a quarterly governmentwide report has been compiled and distributed are to be submitted in the next or earliest subsequent quarter. If a record is a correction, enter a "C" in Field 20 and a "1," "2," "3," or "4" in Field 21 to indicate the quarter in which the original action occurred. Funding reported in the correction should be the amount required to adjust (add to or subtract from) the previous record in order to bring the amount to the proper value. The proper value itself is not submitted—only the correction amount.
- c. Late Submissions—Records that should have been reported in one quarter but were not available at the time of an agency's submission should be reported in the next quarter. If a record is a late entry from a previous quarter, enter an "L" in Field 20 and a "1," "2," "3," or "4" in Field 21 to indicate the quarter in which the entry should have occurred.



7. Reporting Entitlement Payments to Individuals

- a. In transfer payment programs (i.e., Direct Payment with Unrestricted Use), where the federal government makes assistance payments directly to individuals, reporting should aggregate the obligations on a county-by-county basis within the Catalog of Federal Domestic Assistance program.
- b. The county aggregate record format should be used for reporting entitlement payments to individuals (see Exhibit 3).
- c. Reported aggregations may be based on a statistical allocation provided that the reporting organization can demonstrate to OMB that the statistical formula results in acceptable accuracy.

8. Reporting Loan Guarantees, Insurance, Contingent Liabilities and Other Financial Assistance

- a. Financial assistance provided should be reported as follows:
  - (1) Direct loan - the amount of the loan
  - (2) Guaranteed/insured loan - the dollar amount of the government's contingent liability
  - (3) Insurance - the dollar amount of the government's contingent liability
  - (4) Other reimbursable, contingent, intangible, or indirect financial assistance - the amount of the assistance, government's contingent liability, or most accurate estimate of the value of assistance rendered.
- b. Payments, prepayments, repayments, defaults, premiums collected, or mortgage payments are not to be reported.
- c. Assistance provided through loan guarantees should be reported on an action-by-action basis in accordance with the instructions in Exhibit 2. Those reporting entities that award in excess of 6,000 loan guarantees per year are permitted to report using the procedures outlined in Section 7 above, except that reported amounts will be in terms of contingent liabilities.
- d. Assistance provided through direct insurance of risk should be reported using the procedures outlined in Section 7 above, except that reported amounts will be in terms of contingent liabilities.
- e. Other reimbursable, contingent, intangible, or indirect financial assistance should be reported on an action-by-action basis.

9. Reporting Multiple Agency Funding Arrangements

The general rule for reporting multiple agency funding arrangements is that the agency having the award authority should be responsible for reporting the action.

- a. **Interagency Transfers of Assistance Funds**—Interagency transfer of assistance funds should not be reported by the transferor. The transferee should report the funding action and identify the transferor as the source of the funds under the Project Description (Field 8), when the award is made.
- b. **Interagency Fund Transfers for Internal Support**—In cases involving interagency transfers of funds for internal support functions, e.g., procurement of goods or services, the awarding agency is instructed not to report this type of action in FAADS at this time.
- c. **Joint Funding Arrangements**—In reporting joint funding arrangements, each participating agency which obligates or commits funds should report its individual obligation or commitment as a separate action. An indication should be made that the award is for a joint funding project under the Project Description (Field 8).

# EXHIBIT I

## FEDERAL ASSISTANCE AWARD DATA SYSTEM

### LIST OF DATA ELEMENTS

<u>Field #</u>	<u>Name of Data Element</u>	<u>Definition</u>
1	CFDA Program Number	Catalog of Federal Domestic Assistance (CFDA) number assigned under OMB Circular A-89
2	State Application Identifier (SAI) Number	Number assigned by state clearinghouse or, if delegated, by areawide clearinghouse
3	Recipient Name	Legal name of recipient (for guaranteed/insured loans, enter name of borrower)
4	Recipient City	City in which recipient/borrower is located
5	Recipient County	County in which recipient/borrower is located
6	Recipient State	State in which recipient/borrower is located
7	Recipient Zip Code	Zip Code of recipient/borrower's mailing address
8	Project Description	Appropriate description of project or purpose for which funds are being obligated, committed, or guaranteed
9	Type of Recipient	Designation of recipient/borrower by type of organization (e.g., state government)
10	Type of Action	Nature of the reported action (i.e., new, continuation, revision)
11	Recipient Congressional District	Congressional District in which recipient/borrower is located
12	Federal Agency/Organizational Unit Code	Executive department or independent administering agency and primary organizational unit below department/agency level having direct responsibility
13	Federal Award Identifier Number	Agency's internal number which uniquely identifies action

<u>Field #</u>	<u>Name of Data Element</u>	<u>Definition</u>
14	Funding	
	(a) Federal	Federal government's total obligation or contingent liability
	(b) Non-federal	Non-federal matching funds
	(c) Total	Sum of federal and non-federal funding
15	Obligation/Action Date	Year, month, and day funds were obligated or committed for this action
16	Starting Date	Year, month, and day funds will become/became available for actual beginning of project
17	Ending Date	Year, month, and day of scheduled completion date of the project or activity related to the action.
18	Type of Assistance Transaction	Designation of transaction type (e.g., grant, cooperative agreement, direct loan, guaranteed/insured loan, insurance, other)
19	Record Type	Indicates type of record (action-by-action or county aggregate)
20	Correction/Late Indicator	Indicates whether record is original entry, correction to previously reported record, or late entry
21	Correction Quarter	Indicates quarter in which record to be corrected was previously reported or, if late, should have been originally reported

## EXHIBIT 2

### FEDERAL ASSISTANCE AWARD DATA SYSTEM

### ACTION-BY-ACTION INPUT RECORD FORMAT

Field No.	Type Data	Field Length	Record Position	Instructions
1	AN	7	1-7	<p><u>CFDA Program Number</u> A number must appear in this field.</p> <p>Enter 6-position number in first 6 positions placing the decimal in the third position. The seventh position is blank to accommodate possible expansion to the CFDA numbering scheme.</p> <p>If a CFDA number is <u>not assigned</u>, use a pseudo code as follows: code the first two positions using the agency prefix in the CFDA; third position is decimal; fourth through sixth positions are sequenced as follows using upper-case alphas: AAA, AAB, AAC...AAZ, ABA, ABB, ABC, etc., through ZZZ (example: 10.AAA). For each pseudo code used, the agency must provide a program title and description in the Agency Reporting Compliance Sheet, Exhibit 5.</p>
2	AN	20	8-27	<p><u>State Application Identifier (SAI) Number</u> An entry must appear in this field, left justified, space filled.</p> <p>Enter the number assigned by a state clearinghouse. OMB has established a standard 12-character format for voluntary use in assigning SAI numbers. See Exhibit 8 for description and list of states using format.</p> <p>If no number is reported and the action is covered by A-95, Part I, enter "SAI NOT AVAILABLE." If the action being reported is not covered by A-95, Part I, and there is no number reported, enter "SAI EXEMPT." Increasingly, a number of states are assigning SAI numbers to <u>all</u> applications, not just those covered by A-95. Where assigned, these numbers must be reported.</p>

Field No.	Type Data	Field Length	Record Position	Instructions
3	AN	45	28-72	<u>Recipient Name</u> This field is left justified, space filled. See Exhibit 9 for advisory guidance for formatting names.
4(a)	AN	5	73-77	<u>Recipient City Code</u> Enter the standard GSA numeric code for city in the first 4 positions or enter the 5-position place code from FIPS PUB 55. Specify the code used in the remarks section of the Data Transmittal Sheet, Exhibit 6.
4(b)	AN	21	78-98	<u>Recipient City Name</u> Enter the city name, left justified, space filled. The spelling should agree with the coding publication used.
5(a)	N	3	99-101	<u>Recipient County Code</u> Enter the 3-position numeric code from FIPS PUB 6-3.
5(b)	AN	21	102-122	<u>Recipient County Name</u> Enter the county name, left justified, space filled. The spelling should agree with the coding publication used.
6	N	2	123-124	<u>Recipient State</u> Enter the 2-position numeric code for state or territory from FIPS PUB 5-1.
7	AN	9	125-133	<u>Recipient Zip Code</u> Enter 5-position numeric code from USPS Zip Code manual in first 5 positions. Positions 6-9 must be blank. Field is 9 positions to accommodate the expansion of the zip code scheme.
8	AN	150	134-283	<u>Project Description</u> Enter left justified, space filled. (Agencies wishing to include project location information should coordinate with OMB.)

Field No.	Type Data	Field Length	Record Position	Instructions
9	AN	1	284	<u>Type of Recipient</u> Enter the appropriate code from the following list:  A = state government B = interstate agency or commission C = substate district D = county government E = city government F = school district G = special purpose district H = Community Action Agency I = higher education institution J = Indian tribe K = other L = profit organization M = individual N = nonprofit organization  See Exhibit 10 for advisory guidance and definitions for these codes.
10	AN	1	285	<u>Type of Action</u> Enter the appropriate code from the following list:  A = new assistance action B = continuation (funding in a succeeding budget period which stemmed from a prior agreement to fund) C = revision (any change in the government's financial obligation or contingent liability in an existing assistance transaction)
11	AN	2	286-287	<u>Recipient Congressional District</u> Enter 2-position numeric code for the congressional district. Use 00 for congressional district at large.
12	N	4	288-291	<u>Federal Agency/Organizational Unit Code</u> Enter the 4-position FIPS code from the National Bureau of Standards publication, "Codes for the Identification of Federal and Federally Assisted Organizations." See Exhibit 11.

Field No.	Type Data	Field Length	Record Position	Instructions
13	AN	20	292-311	<u>Federal Award Identifier Number</u> Enter left justified, space filled.
14(a)	AN	1	312	<u>Federal Funding Sign</u> Enter minus sign if there is a decrease in the government's obligation or contingent liability; otherwise, leave this field blank.
14(a)	N	10	313-322	<u>Federal Funding Amount</u> Enter numeric data, right justified with leading zeros. The entry should be a whole dollar amount.
14(b)	AN	1	323	<u>Non-Federal Funding Sign</u> Enter minus sign if there is a decrease in the reported amount; otherwise, leave this field blank.
14(b)	N	10	324-333	<u>Non-Federal Funding Amount</u> Enter numeric data, right justified with leading zeros. The entry should be a whole dollar amount.
14(c)	AN	1	334	<u>Total Funding Sign</u> Enter minus sign if there is a decrease in funding; otherwise, leave this field blank.
14(c)	N	11	335-345	<u>Total Funding Amount</u> Enter numeric data, right justified with leading zeros. The total amount means the sum of 14(a) and 14(b) and should be a whole dollar amount.
15	N	6	346-351	<u>Obligation/Action Date</u> Enter numeric as yymmdd.
16	N	6	352-357	<u>Starting Date</u> Enter numeric as yymmdd.
17	N	6	358-363	<u>Ending Date</u> Enter numeric as yymmdd.



Field No.	Type Data	Field Length	Record Position	Instructions
18	N	1	364	<u>Type of Assistance Transaction</u> Enter the appropriate code from the following list:  1 = revenue sharing/block grant (A)* 2 = formula grant (A) 3 = project grant (B) 4 = cooperative agreement (B) 5 = direct payment for specified use (C), subsidy, other non-reimbursable direct financial assistance  6 = direct loan (E) 7 = guaranteed/insured loan (F) 8 = insurance (G) 9 = other reimbursable, contingent, intangible, or indirect financial assistance  0 = direct payment with unrestricted use (D) (retirement, pension, veterans benefits, etc.)  See Exhibit 12 for definitions of these entries.
19	N	1	365	<u>Record Type</u> Enter the numeric 2 (action-by-action reporting).
20	A	1	366	<u>Correction/Late Indicator</u> Enter the appropriate code:  C = correction to a record reported in a prior quarter L = late reporting of an action occurring in prior quarter blank = normal entry
21	N	1	367	<u>Correction Quarter</u> Enter the number of the quarter in which the record being corrected had originally been reported or the quarter in which the record should have been reported.
22	AN	33	368-400	<u>Reserve Field</u> Blank field reserved for use of the Executive Agent.

\* Refers to Type of Assistance in Catalog of Federal Domestic Assistance

### EXHIBIT 3

## FEDERAL ASSISTANCE AWARD DATA SYSTEM COUNTY AGGREGATE INPUT RECORD FORMAT

Field No.	Type Data	Field Length	Record Position	Instructions
1	AN	7	1-7	<p><u>CFDA Program Number</u> A number must appear in this field.</p> <p>Enter 6-position number in first 6 positions placing the decimal in the third position. The seventh position is blank to accommodate possible expansion to the CFDA numbering scheme.</p> <p>If a CFDA number is <u>not assigned</u>, use a pseudo code as follows: code the first two positions using the agency prefix in the CFDA; third position is decimal; fourth through sixth positions are sequenced as follows using upper-case alphas: AAA, AAB, AAC...AAZ, ABA, ABB, ABC, etc., through ZZZ (example: 10.AAA). For each pseudo code used, the agency must provide a program title and description in the Agency Reporting Compliance Sheet, Exhibit 5.</p>
2				Leave blank; no entry should be made.
3	AN	45	28-72	<p><u>Recipient Name</u> Enter "MULTIPLE RECIPIENTS" in this field.</p>
4(a)				Leave blank; no entry should be made.
4(b)				Leave blank; no entry should be made.
5(a)	N	3	99-101	<p><u>Recipient Aggregate County Code</u> Enter the 3-position numeric code from FIPS PUB 6-3.</p>
5(b)	AN	21	102-122	<p><u>Recipient Aggregate County Name</u> Enter the county name, left justified, space filled. The spelling should agree with the coding publication used.</p>
6	N	2	123-124	<p><u>Recipient State</u> Enter the 2-position numeric code for state or territory from FIPS PUB 5-1.</p>

Field No.	Type Data	Field Length	Record Position	Instructions
7				Leave blank; no entry should be made.
8	AN	150	134-283	<u>Project Description</u> Enter left justified, space filled. This should be the same entry for each record within the CFDA program.
9	AN	1	284	<u>Type of Recipient</u> Enter the appropriate code from the following list:  A = state government B = interstate agency or commission C = substate district D = county government E = city government F = school district G = special purpose district H = Community Action Agency I = higher education institution J = Indian tribe K = other L = profit organization M = individual N = nonprofit organization  See Exhibit 10 for advisory guidance and definitions for these codes. This should be the same entry for each record within the CFDA program.
10				Leave blank; no entry should be made.
11				Leave blank; no entry should be made.
12	N	4	288-291	<u>Federal Agency/Organizational Unit Code</u> Enter the 4-position FIPS code from the National Bureau of Standards publication, "Codes for the Identification of Federal and Federally Assisted Organizations." See Exhibit 11.
13				Leave blank; no entry should be made.
14(a)	AN	1	312	<u>Federal Funding Sign</u> Enter minus sign if there is a decrease in the government's obligation or contingent liability; otherwise, leave this field blank.

Field No.	Type Data	Field Length	Record Position	Instructions
14(a)	N	10	313-322	<u>Federal Funding Amount</u> Enter numeric data, right justified with leading zeros. The entry should be a whole dollar amount.
14(b)	AN	1	323	<u>Non-Federal Funding Sign</u> Enter minus sign if there is a decrease in the reported amount; otherwise, leave this field blank.
14(b)	N	10	324-333	<u>Non-Federal Funding Amount</u> Enter numeric data, right justified with leading zeros. The entry should be a whole dollar amount.
14(c)	AN	1	334	<u>Total Funding Sign</u> Enter minus sign if there is a decrease in funding; otherwise, leave this field blank.
14(c)	N	11	335-345	<u>Total Funding Amount</u> Enter numeric data, right justified with leading zeros. The total amount means the sum for this county within this CFDA program and should be a whole dollar amount.
15	N	6	346-351	<u>Obligation/Action Date</u> Enter numeric as yymmdd. Use last day of quarter being reported.
16				Leave blank; no entry should be made.
17				Leave blank; no entry should be made.